



PERSONNEL POLICIES AND PROCEDURES

Subject: **HIGHER CLASSIFICATION PAY**

Effective: 12/06/89

Number: **3.3**

Revised: 9/14/01

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I. POLICY STATEMENT

An eligible employee shall be paid additional compensation, as specified in the Salary Resolution, for each hour that the employee is required to perform the full range of duties in a higher-level classification or grade level in which the position is vacant.

II. PROCEDURES

A. Eligibility

1. Employees in classifications represented by the International Association of Machinists and Aerospace Workers and other “non-management” personnel as provided in the applicable Memorandum of Understanding (MOU) are eligible to receive higher classification pay.
2. The higher-level duties must be those of a permanent budgeted position that is vacant because of the temporary absence of the regular employee, or due to resignation, termination or other such action.
3. Employees must perform the full range of duties of the higher classification or grade level to receive higher classification pay.
4. Employees who are temporarily assigned to perform duties not ordinarily attached to their classification for the purpose of training and development, recovery from a medical condition, or rehabilitation are not eligible to receive higher classification pay.

B. Qualification Period

1. The qualification period shall be required only once during each year for each assignment to a separate higher classification as designated by the applicable MOU.
2. A permitted absence or an emergency which prevents the employee from performing such duties, shall not be counted as a day of performance of said duties. However, it shall not be deemed an interruption in the computation of the qualification period.

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C. Authorization Form

An employee or supervisor may complete and submit a Higher Classification Pay Authorization form, prior to the assignment, to the employee's departmental management or designee for approval, or an employee's department may complete and process a Higher Classification Pay Authorization form on behalf of the employee. A Higher Classification Authorization form must be completed each calendar year for each separate higher classification assigned.

D. Compensation

1. Higher classification pay, as established in the applicable MOU, shall be paid for all hours when actually performing the full range of duties of the higher classification or grade during the fiscal year in which the employee completed the qualification period.
2. Higher classification pay shall be paid retroactive to the first day of the 40-consecutive hour qualification period.

III. REFERENCES

- A. Memorandum of Understanding (MOU) between the City of Long Beach and the International Association of Machinists and Aerospace Workers: Article II, Section V - Higher Classification Pay
- B. MOU between the City of Long Beach and the Long Beach Association of Engineering Employees: Article II, Section V – Higher Classification Pay.
- C. MOU between the City of Long Beach and the Long Beach Association of Confidential Employees: Article II, Section IV – Higher Classification Pay
- D. Salary Resolution: Section 25 - Higher Classification Pay
- E. Payroll Personnel System Procedures Manual: Payroll Processing and Forms Preparation, 5.2.3 Extra Compensation - Payroll Time Record - Daily Entry Codes

IV. APPENDICES/FORMS

Higher Classification Pay Authorization form



City of Long Beach
HIGHER CLASSIFICATION PAY AUTHORIZATION

Employee's Name: _____

Department/Bureau/Division: _____

Current Classification/Grade: _____

Higher Classification/Grade Assigned: _____

Employee being replaced: _____

Reason For Vacancy: _____

Qualification Period* - List anticipated dates and the number of hours that the higher classification duties will be performed (designate days absent) during qualification period.

DAY #	1	2	3	4	5	6	7
DATE							
HOURS							

Type of Work Schedule (check appropriate box): ☐ 5 day/8 hours a day ☐ 4/10
☐ 9/80 ☐ Other (describe) _____ hours per day _____ days per week

* Note: Higher classification pay shall be paid retroactive to the 1st day of the 40 consecutive hour qualification period.

THIS SECTION TO BE COMPLETED BY MANAGEMENT

Date request received: _____ Vacant permanent budgeted position ☐ Yes ☐ No

☐ Approved effective for calendar year _____ OR ☐ Denied

Bureau Manager's Signature

Date

☐ Approved _____

☐ Denied _____
Department Head or Designee Signature

Date

☐ Approved _____

☐ Denied _____
Director of Human Resources or Designee

Date

Original – Departmental Payroll/Personnel Assistant

cc: Employee

Departmental Personnel File